

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS TRANSPORTATION OFFICER I

POSITION CODE: 09871

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, (a) performs responsible skilled work as a member of a two-man team utilized to transport wards between correctional facilities; on an alternate basis, is assigned functional supervision of coworkers; (b) performs responsible skilled work in transporting residents between correctional facilities; in transportation of wards or adult residents, maintains discipline and take appropriate action in the event of emergencies; is responsible for the safety, welfare, and security of those being transferred; assumes responsibility for the routine care and maintenance of assigned equipment; performs other transportation assignments as required.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Operates various types of security vehicles in order to effect inter-facility transfers of wards or adult residents; responsible for the actual movements to and from courts, medical services, and other public location.
2. Cooperates with departmental personnel and law enforcement agencies in arranging for pickup and return of wards or adult residents to correctional facilities; supervises the transfer of wards or adult residents to and from vehicles operated by other jurisdictions.
3. Keeps assigned vehicle in good operational order while enroute; makes simple repairs and adjustments as required.
4. Exercises responsibility for the custody, safety, and general well being of all wards or adult residents in transit.
5. Assumes responsibility for security and serving meals to wards or adult resident being transferred, and for obtaining medical aid in the event of serious illness or accident while enroute.
6. Makes written reports of significant misconduct or other rule violations to supervisor; prepares routine custodial and trip reports as required.

## CORRECTIONS TRANSPORTATION OFFICER I (Continued)

7. May drive the children of employees residing on state property to school; may drive a bus scheduled to pick up and drop off employees; may drive groups of people on planned tour of departmental facilities.
8. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires, when employed in the Adult Division, the completion of ISP-Stateville Guard Training.

Requires one year of experience as Correctional Officer or Youth Supervisor or related experience.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of Illinois traffic laws and safety rules.

Requires working knowledge of care and maintenance of assigned equipment.

Requires working knowledge of methods and transportation and surveillance of wards or adults under custody.

Requires a significant mental maturity and working knowledge of factors relating to juvenile or adult behavior and methods of maintaining a satisfactory relationship with them.

Requires working knowledge of first aid techniques and practices.

Requires elementary knowledge of courtroom procedures, and ability to present wards or adults under custody to various courts for trials.

Requires skill in the operation of assigned security vehicles.

Requires ability to evaluate equipment for repair or replacement.

Requires ability to enforce rules, regulations and requirements of the agency.

Requires ability to supervise wards or adults under close security while being transported.

Requires ability to secure cooperation with state personnel and law enforcement agencies in effecting transfer of responsibility for wards or adults under custody.

Requires ability to act quickly and intelligently in event of emergencies.

Requires ability to render first aid.

May require ability to use firearms.

Requires an appropriate valid commercial driver's license. - class B. Some positions which operate combination vehicles may require a higher class.